

ADMINISTRATIVE - 1

Approval – Resolution Honoring Brian Daly for Service to the Fairfax County Park Authority

ISSUE:

Approval of a resolution to honor the contributions of Mr. Brian Daly for service to the Park Authority since 1987.

RECOMMENDATION:

The Park Authority Director recommends approval of the resolution for Mr. Daly in honor of his accomplishments over the past 18 years.

TIMING:

Board action is requested on July 27, 2005.

BACKGROUND:

Mr. Daly's first appointment at the Park Authority was a temporary status position as a Recreation Specialist on May 26, 1987. Just two months later he transferred to another Recreation Specialist position at Oak Marr RECenter where prior to the end of year, he received the first of many commendations, in this case from Mike Kane for his work on the McLean Police Station project.

On December 7, 1987, Tim White requested that Mr. Daly's appointment be extended for six months stating, "Mr. Daly has been indispensable in his current role." It was an auspicious start to a successful career. He began his upward climb in 1988, transferring to Springhill RECenter in April, promoted to Park Specialist II in June of the same year, and from the spring of 1989 to the fall of that year, serving as the Assistant Manager of the Pinecrest Golf Course.

Mr. Daly was on the move, and from May through September 1990 he served as Acting Manager of the Springhill RECenter. He was reclassified to an S-20 in 1990 and received a pay adjustment in 1991 to reflect his hard work on the County Maintenance Management Automated System.

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His work became more specialized in August 1992 as Mr. Daly worked as a member of the Business Process Redesign Team – a joint venture with Community and Recreation Services. His next assignment was as Project Manager of the Lake Fairfax Park Redevelopment and Public/Private Venture, followed by his service as Financial and Data Administrator in the Park Services Business Office until his promotion to Park Management Specialist in Park Operations on October 23, 1999. Following a national search, Mr. Daly was appointed as the Director of the Park Operations Division on November 1, 2003.

Mr. Daly is well-respected and admired by his peers as well as the individuals who serve in his division. His recent appointment is greeted with congratulations and sadness as we lose a dedicated administrator, a talented co-worker and a friend to many.

FISCAL IMPACT:

None

ENCLOSED DOCUMENTS:

Attachment 1: Resolution

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Judith A. Pedersen, Public Information Officer

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ADMINISTRATIVE - 2

Adoption of Minutes – July 13, 2005 Park Authority Board Meeting

ISSUE:

Approval of the minutes of the July 13, 2005 Park Authority Board meeting.

RECOMMENDATION:

The Park Authority Director recommends approval of the minutes of the July 13, 2005 Park Authority Board meeting.

TIMING:

Board action is requested on July 27, 2005.

FISCAL IMPACT:

None

ENCLOSED DOCUMENT:

Attachment 1: Minutes of the July 13, 2005 Park Authority Board Meeting

STAFF:

Michael A. Kane, Director  
Timothy K. White, Deputy Director  
Nancy L. Brumit, Administrative Assistant

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ACTION - 1

Contract Award – Lake Accotink Dredging and Related Work (Braddock District)

ISSUE:

Approval of a contract award to Mobile Dredging & Pumping Co. of Chester, Pennsylvania in the amount not to exceed \$7,250,000 for dredging and related work at Lake Accotink.

RECOMMENDATION:

The Park Authority Director recommends approval of a contract award to Mobile Dredging & Pumping Co. of Chester, Pennsylvania in the amount not to exceed \$7,250,000 for dredging and related work at Lake Accotink. In addition, the Director recommends reserving \$725,000 or ten (10) percent of the contract award for contract contingency and \$435,000 or six (6) percent of the contract award for administrative costs. **(This item was reviewed by the Planning and Development Committee on July 6, 2005 and approved for submission to the Park Authority Board.)**

Contract Award	\$ 7,250,000
Contract Contingency (10%)	\$ 725,000
Administrative Cost (5% DPWES and 1% FCPA)	<u>\$ 435,000</u>
 TOTAL COST	 \$ 8,410,000

TIMING:

Board action is requested on July 27, 2005 to maintain the project schedule.

BACKGROUND:

The 1998 Park Bond Program includes a natural resource management project titled "Lake Accotink Dredging" with an estimated budget of \$6,150,000. The Park Authority Board requested the Department of Public Works and Environmental Services (DPWES) to manage this project because of their experience with dredging projects.

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The Park Authority Board approved the project scope recommended by the project team in October 2000, and subsequently approved contract awards for design services in March 2001. Design for the project was completed in October 2003 and bid documents were made available for contractor pick-up in November 2003.

One (1) sealed bid for the Lake Accotink Dredging was received and opened on December 2, 2003. The lowest and only bidder was Mobile Dredging. Their total bid of \$6,288,872.50 was \$2,109,625 or 50% above the DPWES pre-bid estimate of \$4,179,248. In consultation with DPWES and members of the Park Authority Board, the decision was made to reject the one hydraulic bid received and revise the bid documents as necessary to reduce the cost of the project.

Given the limited competition that was experienced on the first bid, and the fluctuating bid prices being observed in the local construction market for work of this type, the Park Authority Board approved reserving additional funds in the approximate amount of \$2,250,000 to ensure the project would accomplish the minimum dredge amount of 161,000 cubic yards assuming the use of hydraulic dredging.

Project design changes made to increase competition and reduce cost were finalized in January 2005 and the bid documents were made available for contractor pick-up on February 22, 2005. Of the fourteen (14) firms that picked up the bid documents, only one (1) sealed bid for dredging and related work at Lake Accotink was received and opened on March 22, 2005. The only bidder was Mobile Dredging. Their total bid of \$9,559,194.92 was \$4,188,512.92 or 78% above the Engineer's pre-bid estimate of \$5,370,682.

Following the bid opening, DPWES met with Mobile Dredging twice to understand why their bid was 78% over the engineer's estimate and determine whether scope changes could be made to bring the project within budget. As a result of those meetings, Mobile Dredging proposed an alternative method of accomplishing contract requirements for dredging that would result in a substantial reduction in their bid amount to approximately \$7.25 million from the original bid amount of \$9.56 million.

On May 4, 2005, DPWES staff provided a project update to the Park Authority Board. As part of the discussion, the Park Authority Board requested that DPWES consider funding the project shortfall out of the recently approved Stormwater Management Program, because Lake Accotink provides significant water quantity and quality controls for the watershed located down stream of the lake. On May 11, 2005, a letter was sent from the Park Authority Board Chairman to the County Executive officially requesting funding from the Stormwater Management Program to advance the project.

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In response, the County Executive and the Braddock District Supervisor in cooperation with DPWES identified additional project funding in the amount of \$1,362,500 as detailed in the fiscal impact statement.

The work is to be completed within 430 calendar days of Notice-to-Proceed. Mobile Dredging holds an active Virginia Class A Contractors License. The Department of Tax Administration has verified that Mobile Dredging has the appropriate Fairfax County Business, Professional and Occupational License (BPOL).

FISCAL IMPACT:

Based on the post-bid update, funding in the amount of \$8,410,000 is necessary to award this contract and to fund the associated contingency and administrative costs. Based on encumbrances and expenditures to date, funding is currently available in the amount of \$4,047,500 in Project 475098, Natural and Cultural Resource Facilities, and \$3,000,000 in Project 475598, Community Park Development, both in Fund 370, Park Authority Bond Construction; and in the amount of \$270,000 in Project X00299, Stream Valley Erosion Projects in Fund 310, Storm Drainage Bond Construction; and in the amount of \$1,092,500 in Project Z00028, Priority Stormwater Projects, in Fund 318, Stormwater Management Program for a total of \$8,410,000 to award this contract and to fund the associated contingency and administration costs.

ENCLOSED DOCUMENTS:

- Attachment 1: Scope of Work for Lake Accotink Park Dredging Project
- Attachment 2: Lake Accotink Dredging Revised Cost Estimate (5-26-2005)
- Attachment 3: Lake Accotink Dredging, Fairfax County Department of Public Works and Environmental Services Bid Tabulation

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STAFF:

Michael A. Kane, Director  
Jimmie D. Jenkins, Director, DPWES  
Howard Guba, Deputy Director, DPWES  
Timothy K. White, Deputy Director  
Carl E. Bouchard, Director, Stormwater Planning Division, DPWES  
Nat Atapoor, Director, Construction Management Division, DPWES  
Charles Bittenbring, Director, Park Services Division  
Brian Daly, Director, Park Operations Division  
Lynn S. Tadlock, Director, Planning and Development Division  
John Lehman, Manager, Project Management Branch  
Deb Garris, Supervisor, Project Management Branch  
Erin Lawrence, Project Manager, Project Management Branch

ACTION - 2

Approval - Oakton Community Park Master Plan (Providence District)

ISSUE:

Approval of the Master Plan for Oakton Community Park.

RECOMMENDATION:

The Park Authority Director recommends approval of the Master Plan for Oakton Community Park. **(This item was reviewed by the Planning and Development Committee on June 1, 2005 and approved for submission to the Park Authority Board.)**

TIMING:

Board action is requested on July 27, 2005 to maintain project schedule.

BACKGROUND:

On January 12, 2005, the Park Authority Board reviewed the staff recommendation for the Master Plan of Oakton Community Park and directed staff to proceed to a public hearing.

The hearing was advertised the middle of January 2005 and was originally scheduled for February 24, 2005 though cancelled due to snow. The rescheduled public hearing was re-advertised and held on March 29, 2005. The advertising consisted of a posting on the Park Authority web site, letters to property owners and registered community associations in proximity to the park, on-site signage placed at the park property along Hunter Mill Road, and advertisements in local newspapers. A summary of that meeting is attached (Attachment 1). The public comment record remained open for written comments through April 29, 2005. During the time preceding and following the public hearing, approximately 50 written comments were received in the form of letters, e-mails, and a petition with 42 signatures.



A summary of all written comments from the public comment period is attached (Attachment 2). Responses to all comments are grouped by the following issues:

### **Rectangular Field**

In general, there was strong support expressed for locating a rectangle field at Oakton Community Park, though opinions varied on the appropriate size. Many comments supported the minimum Public Facility Manual standard sized field (100 yd x 65 yd), as proposed in the master plan, citing the need for additional rectangle fields to support youth sports. A petition with 42 signatures was received recommending reducing the field size to 90 yd x 50 yd to accommodate children 12 years old and under, while reducing clearing and limiting traffic congestion.

The Public Facility Manual (PFM) establishes guidelines governing the design of all public facilities, and is used as a guide for all new construction within the Park Authority. The PFM standard for rectangle fields ranges from 65 yd x 100 yd to 75 yd x 120 yd in size. The Park Authority makes every effort to design and develop parks that appeal to a wide range of interests and ages. The proposed minimum PFM standard field has the ability to accommodate all users without excluding teenagers, who are also in need of places to play.

It is estimated that approximately 25,200 residents live within a 1.5 mile radius of the site, according to 2000 Census figures. Population forecasts indicate an increase in population to 28,050 by 2015. Based on the adopted countywide service level of one rectangle field for every 2,500 residents, this area of the county is currently underserved by approximately one field and the deficiency will increase to two fields by 2015. The proposed fields at Nottoway Park and Oakton Community Park will ensure that adequate facilities are provided for current and future residents within the service area.

Though tree removal will be required to construct the field, it will be kept to a minimum to accommodate only the area necessary to build the playing field and its associated improvements. Areas of tree removal for temporary grading and/or drainage purposes will be replanted to provide as much forest coverage as possible.

In regards to traffic, one of the likely local user groups, Vienna Youth Soccer, has publicly stated their willingness to address traffic concerns with the community and the Department of Community Recreation Services to ensure that practices and games will be scheduled to allow for a reasonable amount of time between minimizing traffic and parking impacts.

After staff review, minor refinements were made to the discussion of field scheduling under the 'Development/Design Concerns' section of the document.

### **Widening of Hunter Mill Road**

Comments were received opposed to the widening of Hunter Mill Road stating that it conflicts with park objectives to preserve natural and cultural resources, in addition to setting poor precedent of relinquishing park property to other agencies.

The future widening of Hunter Mill Road to four lanes is shown on the Comprehensive Plan. Initial conversations with the Fairfax County Department of Transportation indicate that road improvements associated with the planned road widening will be required during the development review process. Throughout the development review process, the Park Authority is held to the same standards and requirements as any other applicant. Though providing road improvements are not ideal, this information is important during initial planning stages to be able to assess the impacts of such improvements and to accurately estimate construction costs.

### **Oakton School House**

General support was expressed for the relocation of the Oakton School House to the park site during the public hearing and the public comment period. A few citizens disagreed with the proposed location of the structure, preferring it be sited along the road to increase visibility. The plan represents a location for a future placement of an historic building if that type of site use is approved by the Park Authority Board.

After considering all the proposed elements and site constraints, the task force and staff came to the conclusion that the appropriate location for a future historic building, such as the school house, is in the approximate site of the existing house proposed for demolition. This location takes advantage of the existing mature trees surrounding the house allowing for a setting that looks intentional for the relocated structure. Staff believes that the proposed Conceptual Development Plan best accommodates the proposed facilities, while preserving natural and cultural resources.

After staff review, specific information regarding Chevy Chase Bank's contract to purchase the Appalachian Outfitters site was deleted from the discussion of park context under the 'Site Analysis' portion of the document.

### **Trails**

Citizens commented that trails are needed on both sides of Hunter Mill Road, extending north and south of the park site. Though some trails exist along Hunter Mill, gaps exist that prevent pedestrian access to the park from neighborhoods in the service area.

Currently, a trail/sidewalk along the west side of Hunter Mill Road provides pedestrian access from the intersection with Chain Bridge Road (Route 123) to the site. The Conceptual Development Plan proposes a crosswalk to access the trail on the opposite side of the road. As part of the required park site improvements, the Park Authority will provide sidewalks along the Hunter Mill Road frontage. Future trails and/or sidewalks along Hunter Mill may be provided by others, as shown on the Countywide Trails Plan. The portion of trail from Chain Bridge Road to the park site is listed as a future project on the County Capital Improvement Plan managed by DPWES.

### **Parking**

Concerns were raised regarding parking on residential streets and cutting through the neighborhood to access the park. In addition, a few citizens voiced concerns that the proposed location of the parking lot will be visually dominant, while that adjacent property owner is concerned about its proximity to the property line and their house.

The location of the parking lot was determined through analysis of site conditions and its relationship to other proposed facilities. Given the topography, access to Hunter Mill Road, existing mature trees, and potential cultural resource sites, the southeast corner of the property will best accommodate the parking lot. The specifics of the layout and design will be addressed as the project progresses to site engineering. To minimize impacts on adjacent residents, a minimum 50-foot vegetative buffer will be provided along the property line. The planting will include evergreen trees and shrubs to provide adequate screening year-round.

### **Park Classification**

At the public hearing, the statement was made that the park should be classified as a Neighborhood Park due to its 9.81 acre size, instead of a Community Park as stated in the master plan.

The Park Authority's Classification System is a general framework intended to guide park planning by grouping parks according to certain common typical characteristics. The character and extent of development described for each classification indicates the general park size range, typical facility types, the extent of development, the general experience a user may expect, and any special considerations. The classification system only lays out general characteristics, while site-specific facilities and uses are determined through the park master planning process for individual parks.

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Though Community Parks typically range from 10-50 acres in size, there are numerous examples of Community Parks less than 10 acres in size. Several of these parks also have existing fields such as Lockmeade in Great Falls (5.1 acres in size), Franklin Farm in Herndon (8.1 acres in size), and Reston North in Reston (9.5 acres in size). In staff's opinion, the site should be classified as a Community Park given its location and existing open area suitable for development. Though the Community Park classification does allow for lighted facilities, the proposed field should not be lighted, as explicitly stated in the master plan document. If the Park Authority Board considers lighting some of the park facilities in the future, an amendment of the park master plan would be required.

**Dogs**

Homeowners along Lewis Knolls Drive reported that the site is currently being used to run dogs off-lease. At times, dogs have run off park property through backyards. It has been requested that signs be placed on-site to require dogs be leashed.

Park Authority regulations require that dogs be leashed unless in a designated off-leash exercise area, such as a dog park. Staff recommends that the site be posted with the park name and rules, once the master plan is approved by the Park Authority Board.

FISCAL IMPACT:

Staff salaries to complete this planning project will be from the General Fund 001 budget.

ENCLOSED DOCUMENTS:

- Attachment 1: Public Hearing: March 29, 2005 Meeting Summary for Oakton Community Park
- Attachment 2: Summary of Comments Received During Public Comment Period (Closed April 29, 2005)
- Attachment 3: Oakton Community Park Master Plan Draft with edits since Public Hearing shown

STAFF:

Michael A. Kane, Director  
Timothy K. White, Deputy Director  
Lynn S. Tadlock, Director, Planning and Development Division  
Kirk Holley, Manager, Park Planning Branch  
Angela Allen, Project Manager, Master Planning

ACTION - 3

Approval - Sully Historic Site Master Plan Revision (Sully District)

ISSUE:

Approval of the Master Plan Revision for the Sully Historic Site.

RECOMMENDATION:

The Park Authority Director recommends approval of the Sully Historic Site Master Plan Revision. **(This item was reviewed by the Planning and Development Committee on July 6, 2005 and approved for submission to the Park Authority Board.)**

TIMING:

Approval is requested on July 27, 2005 to maintain the project schedule.

BACKGROUND:

On March 9, 2005 the Park Authority Board reviewed the staff recommendation for the Sully Historic Site Master Plan Revision and directed staff to proceed to a public hearing.

The hearing was advertised in the middle of March 2005 and was held on April 12, 2005. The advertising consisted of a posting on the Park Authority web site, letters to property owners and registered community associations in the Sully District, on-site signage along Route 28, and advertisements in local newspapers. A summary of that meeting is attached (Attachment 1). The public comment record remained open for written comments through May 12, 2005. During the time preceding and following the public hearing, 5 written comments were received in the form of letters and e-mails.

A summary of all written comments from the public comment period is attached (Attachment 2). Responses to all comments are grouped by the following issues:

**General Support**

Overall, citizens supported the master plan revision stating that Sully is an important community resource deserving preservation for years to come. General support was also expressed for funding of historic sites throughout the park system.

### **Funding and Scheduling**

A few citizens inquired when funding would become available for the proposed plan and when construction would begin.

The approved 2004 Park Bond Program includes \$620,000 for entrance support and interpretive signs at Sully. The majority of the funds will be used to provide amenities associated with the new entrance road including an electric controlled access gate, parking lot lights, landscaping, and demolition of the existing entrance road and parking. A second phase could potentially include a temporary visitor center facility to the east of the main house, until funding for permanent structure is available. Construction of the new entrance road and parking is expected to begin this summer with work on the amenities potentially occurring in the same time frame. Once the master plan is approved, funding sources for additional elements of the master plan will begin to be identified.

### **Overflow Parking**

One citizen asked how the master plan will accommodate parking for large special events held on-site, including the Car Show and Quilt Show.

The Conceptual Development Plan graphic and text addresses the issue of overflow parking for special events. The entrance road will allow for access to designated overflow parking areas located to the north and south of the main house.

### **Metropolitan Washington Airport Authority (MWAA) Access Road**

Citizens raised questions regarding the volume of traffic on the proposed Metropolitan Washington Airport Authority (MWAA) access road and the road's impact on the cultural landscape of the site. As MWAA has not determined the proposed use for the property south of Sully, it is difficult to assess the nature of the traffic anticipated on the access road. In addition, MWAA has not specified a timetable for construction of the access road or development of the airport property.

The MWAA commented on the negotiations with the Park Authority to exchange easements in order to create and maintain new access/entrance roads for both parties. Specific comments regarding the draft master plan (Attachment 3) are discussed below:

- The MWAA commented that references to the access road did not reflect the most recent alignment. As discussions on the road progressed from the time the draft plan was released to the time of the public hearing, the master plan text and graphics has been revised to include the most current information on the access road.

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- It was noted that clearing for road construction will exceed 30 feet and the actual extent of disturbance will be dependent upon the existing topography, though efforts will be made to minimize disturbance. The document was revised to reflect this statement.
- The MWAA noted that the revised alignment of the access road minimizes the impact to natural and cultural resources. The discussion of the road alignment under 'Management Issues' in the General Management Plan was revised to remove the comment regarding the negative impact to natural resources associated with Cain's Branch. Though the current alignment does minimize the impact to cultural resources, it will hinder access to known cultural resource sites, such as the remnant of the Cain's Branch bridge abutment and the Ice House.
- The comment was made that any construction or planting in the utility corridor will require MWAA review and approval. The master plan was revised to note this condition.
- The MWAA noted that the 65-acre airport property south of Sully is not available to be permanently dedicated to the Park Authority. Though it is recognized it is not available at this time, staff recommends the reference to this parcel under 'Land Acquisition' in the 'Design and Development Concerns' section of the Conceptual Development Plan (CDP) remain as this is a long range document intended to guide all future planning of the site for the next 15 to 20 years.

**Other Revisions**

After staff review, language was added to clarify that information in the document pertaining to programmatic exhibits and events are subject to change over time as determined by site staff, without requiring amendment or revision to the master plan.

**FISCAL IMPACT:**

Staff salaries to complete this planning project will be from the General Fund 001 budget.

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ENCLOSED DOCUMENTS:

- Attachment 1: Public Hearing: April 14, 2005 – Sully Historic Site Master Plan Revision, Lees Corner Elementary School, Draft Meeting Summary
- Attachment 2: Summary of Comments Received During Public Comment Period (Closed 05/12/2005)
- Attachment 3: Sully Historic Site Master Plan Revision Draft, Fairfax County Park Authority dated July 2005 – edits since Public Hearing shown

STAFF:

Michael A. Kane, Director  
Timothy K. White, Deputy Director  
Lynn S. Tadlock, Director, Planning and Development Division  
Kirk Holley, Manager, Park Planning Branch  
Angela Allen, Project Manager, Master Planning



ACTION - 4

Award of Contracts during Park Authority Board Recess

ISSUE:

Authorization for the Director or Deputy Director to approve capital construction contracts and submission of grant applications during the Park Authority Board recess.

RECOMMENDATION:

The Park Authority Director recommends that the Park Authority Board authorize the Director or Deputy Director to approve capital construction contracts and submission of grant applications during the Park Authority Board recess.

TIMING:

Board action is requested on July 27, 2005, to avoid impact to project schedules.

BACKGROUND:

Park Authority Board policy requires the Director to obtain Park Authority Board approval for construction contracts over \$100,000. In accordance with the *Fairfax County Purchasing Resolution*, the contracts are then submitted to the Board of Supervisors for final approval.

At times, it is desirable to award contracts during the August recess rather than wait until September when the Boards reconvene. The Board of Supervisors annually authorizes the County Executive to approve construction contracts over \$100,000 during the Board of Supervisor's recess. The Board of Supervisor's will pass authorization on August 1, 2005.

The Director/Deputy Director will notify the Board of any contracts approved in this manner. If a contract exceeds the estimate by 10% the Park Authority Board member in the affected district and the Chairman will be notified before action is taken.

Grant opportunities may become available during the August recess of the Park Authority Board. The Director or Deputy Director will approve grant application submissions. The Board will be notified in September of any grant application submissions made during the August recess. If the Board subsequently does not approve an application made in August, it will be withdrawn.

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FISCAL IMPACT:  
None

ENCLOSED Documents:

Attachment 1: Board of Supervisors' Information Item – August 2, 2004 -  
Contract Awards and Approval of Street Acceptance Items during  
Board of Supervisors' Recess

STAFF:

Michael A. Kane, Director  
Timothy K. White, Deputy Director  
Miriam Morrison, Chief Financial Officer, Administration  
Lynn Tadlock, Director, Planning and Development  
John Lehman, Manager, Project Management Branch  
Sue Frinks, Supervisor, Purchasing

ACTION - 5

Approval - Revision to the Financial Management Principles to Recognize  
Deferred Revenue as a Cash Stabilization Reserve

ISSUE:

Approval of the Deferred Revenue Interim Cash Stabilization Reserve.

RECOMMENDATION:

The Park Authority Director recommends approval of this interim reserve to replace the current 3% Managed Reserve, as presented by staff. **(This item was reviewed by the Budget Committee on July 13, 2005 and approved for submission to the Park Authority Board.)**

TIMING:

Board action is requested on July 27, 2005 in order to start the process of accumulating sufficient cash reserves for FY 2006.

BACKGROUND:

Generally Accepted Accounting Principles (GAAP) requires "matching-period" accounting for revenue and revenue transactions within a fiscal year. Revenue cannot be recorded prematurely and standards state that revenue that is received and not yet earned, known as deferred revenue, needs to be recorded properly as a liability and not as revenue. The Revenue Fund is impacted with this accounting requirement due to its many pass sales for recreation and significantly for golf activities.

The Park Authority Comprehensive Annual Financial Report (CAFR) has accounted for the impact of deferred revenue since FY 2002 (this is accrual basis). Although the CAFR statements account for deferred revenue, the Budget Fund Statements do not reflect the impact of deferred revenue and are still presented using cash basis. A footnote does exist in the budget fund statement noting the difference of the CAFR to the Budget Fund Statement. The Department of Management and Budget (DMB) is moving all agencies toward consistency for both the CAFR and Budget Fund Statements to properly account for the impact of deferred revenue.

If the Park Authority Fund statement was to be converted to accrual basis, accounting for deferred revenue, there would be insufficient funding to meet the Park Authority Board required Managed Reserves for the Revenue Fund. The Agency and DMB recommends a plan to transition the Park Authority toward full deferred revenue, accrual basis, by FY 2010. Each year, the Park Authority plans to build the deferred revenue reserve for the amount of the deferred liability.

The current Managed Reserve consists of 2% of total expenditures to be held as a reserve for emergency funding needs and 3% of total expenditures to be held as a reserve for cash fluctuations. Since the Deferred Revenue Reserve is accomplishing a similar purpose as the latter 3% portion of the Managed Reserve; this will no longer be necessary. Instead the Deferred Revenue Reserve will replace the 3% portion of the Managed Reserve requirement for maintaining cash stabilization for the Revenue Fund.

The Park Authority Financial Management Principles address this action as:

**Deferred Revenue/Cash Stabilization** - Additionally, sufficient cash shall be available in the Revenue Fund trial balance at the beginning of each fiscal year at an amount equal to the prior year's deferred revenue liability. This cash shall allow for yearly cash flow fluctuations and liability offset requirements.

This is an interim principle until FY 2010. The Deferred Revenue Reserve will be increased by approximately \$200,000 per year until FY 2010. At that point, staff projects that the Park Authority will have sufficient reserves to convert to full recognition of deferred revenue in the Fund Statement (cash basis to accrual basis). During this interim timeframe (FY 2006-2009), the Managed Reserve and Deferred Revenue Reserve will be monitored to ensure that sufficient cash needs are being met.

In FY 2010, the Financial Principle for a Deferred Revenue Reserve will need to be amended to ensure that the Park Authority's equity in pooled cash has sufficient balances for coverage of cash flow fluctuations.

#### FISCAL IMPACT

The Revenue Fund will need to put aside as a reserve close to \$200,000 of net revenue per year until FY 2010 when the Budget Fund statement will convert to reflecting Deferred Revenue.

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ENCLOSED DOCUMENT:

Attachment 1: Deferred Revenue Reserve Requirement

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Miriam C. Morrison, Director, Administration Division

Seema Ajrawat, Fiscal Administrator

Susan Tavallai, Senior Budget Analyst

ACTION - 6

Approval - American with Disabilities Act (ADA) Self-Evaluation/Transition Plan Update

ISSUE:

Approval of the Park Authority American with Disabilities Act (ADA) Self-Evaluation/Transition Plan.

RECOMMENDATION:

The Park Authority Director recommends that the Park Authority Board approve the American with Disabilities Act (ADA) Self-Evaluation/Transition Plan and implementation of the plan within the limits of available funding. **(This item was reviewed by the Park Services Committee on June 1, 2005 and approved for submission to the Park Authority Board.)**

TIMING:

Board action is requested on July 27, 2005 to permit implementation of plan recommendations.

BACKGROUND:

As mandated by the Americans with Disabilities Act of 1990, all Title II agencies (state and local government) were required to undertake a self-evaluation to address five sections of the legislation: employment, public services, public accommodations, communications, and transportation. Once the self-evaluation was completed, respective agencies were responsible for developing a Transition Plan to effectively meet the mandates set forth by the ADA. The Fairfax County Park Authority implemented the current Transition Plan in 1994 and in 2003, began the process of updating the original plan.

As was done in 1994, a Self-Evaluation Team comprised of staff from various divisions within the agency, was established to review all Park Authority facilities and programs. Under the direction of the ADA Coordinator, team members were trained and assigned to assess all facilities against ADA compliance requirements. Specific attention was given to the facilities retrofitted under the original Transition Plan. Reports were subsequently compiled to serve as the basis for the ADA Self-Evaluation Report and updated Transition Plan.

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The draft updated Transition Plan has recently been completed. Included in this plan is the report from the self-evaluation as well as an outline listing agency priorities for facilities that remain non-compliant. Facilities and elements requiring correction are presented in a list with recommended order of priority, estimated costs, and general timeline for effective resolution. While some of these facilities can be retrofitted within annual appropriation, some projects will require additional funding through addendum requests or future bond dollars.

As required by the Americans with Disabilities Act, and authorized by the Board on June 8, 2005, the plan was made available for a 30 day public comment June 13 through July 12, 2005. During this time, staff met with the Disabilities Services Board to review the plan, who had no recommended changes and expressed their appreciation to the Park Authority for their positive approach to accessibility. No other comments were received during the comment period.

FISCAL IMPACT:

Funding to complete all work is estimated at \$1,318,945. Of this total amount, \$106,345 can be accomplished with funding from annual operating appropriations in Funds 001 and 170; the approved FY 2006 and projected FY 2007 ADA appropriation in Fund 303; and the 2004 Bond. This leaves a balance of \$1,212,600 in unfunded ADA needs that will need to be addressed through annual requests in Fund 303 or from future Bond programs.

ENCLOSED DOCUMENTS:

Attachment 1: ADA Self-Evaluation Report & Transition Plan dated June 2005

STAFF:

Michael A. Kane, Director  
Timothy K. White, Deputy Director  
Charles Bittenbring, Director, Park Services Division  
Gary Logue, Manager, Inclusion and ADA Section

ACTION - 7

Appointments to the Fairfax County Park Foundation, Inc.

ISSUE:

Appointment of Robert Cochran and Kathryn Ward and the reappointment of Gerald Gordon to the Board of Directors of the Fairfax County Park Foundation, Inc.

RECOMMENDATION:

The Park Authority Director requests Park Authority Board concurrence for the appointment of Robert Cochran and Kathryn Ward and the reappointment of Gerald Gordon to the Board of Directors of the Fairfax County Park Foundation.

TIMING:

Board action is requested on July 27, 2005 to be effective immediately.

BACKGROUND:

In accordance with the Bylaws of the Fairfax County Park Foundation, Inc. the Foundation Board makes nominations of individuals to become members of the Fairfax County Foundation Board of Directors, with the concurrence the Park Authority Board. The Bylaws specify that the number of Foundation Board members be no less than three and no more than 25. Currently there are ten members.

The Bylaws additionally specify that directors are eligible to serve on the Foundation Board for two full terms. Dr. Gordon, President and Chief Executive Officer of the Fairfax County Economic Development Authority, has served one three-year term and is currently eligible to be reappointed for a second three-year term.

The Foundation Board has nominated Robert Cochran, Vice President and Director of Land Planning for VIKa, Inc., and Kathryn Ward, Senior Vice President of the American Institute for Cancer Research, to become members of the Board of Directors of the Park Foundation. Both Robert Cochran and Kathryn Ward have been contacted and have indicated their willingness to make a commitment to the Foundation. Since their appointments are within the maximum number allowed on the Board of Directors of the Foundation, their appointments would be for a three-year term.



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FISCAL IMPACT:

None

ENCLOSED DOCUMENTS:

Attachment I: Resumes for Robert Cochran, Kathryn Ward and Dr. Gerald Gordon

STAFF:

Michael A. Kane, Director

Robert Brennan, Executive Director, Fairfax County Park Foundation

ACTION - 8

Authorization to Permit the Park Authority Director to Renew Interim Use Agreements for Quinn Farm Park (Sully District).

ISSUE:

Authorization for the Park Authority Director to renew Interim Use Agreements for Quinn Farm Park with the Chantilly Youth Association (CYA) and the Southwestern Youth Association (SYA).

RECOMMENDATION:

The Park Authority Director recommends that the Park Authority Board authorize the Director to renew the Interim Use Agreements for Quinn Farm Park with the Chantilly Youth Association (CYA) and the Southwestern Youth Association (SYA).

TIMING:

Board action is requested on July 27, 2005.

BACKGROUND:

On September 20, 2001 the Planning Commission approved the Park Authority's application for approval of interim public use as required by Section 15.2-2232 of the Code of Virginia. The application requested interim use of a portion of the site (17.5 acres) for practice rectangular athletic fields, gravel parking for 140 vehicles and a Virginia Department of Transportation (VDOT) approved entrance from Old Lee Road.

Two separate Interim Use Agreements were established with CYA and SYA in August of 2002 (Attachments 1 and 2). The agreements had an initial term of one (1) year, with two one-year renewals. The agreements were designed to allow CYA and SYA to make improvements to the site and open four (4) rectangular practice fields. CYA has led the effort to make site improvements and the fields are currently being used, after many hours of work by the community.

These agreements expire on August 11, 2005 (CYA) and August 19, 2005 (SYA) respectively. Given the extent of investment that the athletic community has made into improving these facilities and preparing them for play, it is in the interest of the Park Authority that these agreements be renewed with CYA and SYA.

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Board approval of this item will empower the Park Authority Director to approve renewal of the Interim Use Agreements for the Quinn Farm Park; under the same terms and conditions of the existing agreements.

FISCAL IMPACT:  
None.

ENCLOSED DOCUMENTS:  
Attachment 1: Interim Use Agreement with CYA for Quinn Farm  
Attachment 2: Interim Use Agreement with SYA for Quinn Farm

STAFF:  
Michael A. Kane, Director  
Timothy K. White, Deputy Director  
Brian Daly, Director, Park Operations Division  
Lynn Tadlock, Director, Planning and Development Division  
Mark Holsteen, Planning and Development Division

INFORMATION - 1

Ellmore Farm Center Opens for Public Use (Hunter Mill District)

In February 2001, the Fairfax County Park Authority purchased the old Ellmore Farm, a five-acre parcel of land contiguous to Frying Pan Park, to preserve the land's historic structures, landscape and view sheds and to fulfill unmet site needs.

With input from a citizen task force and staff, a Master Plan Revision for Frying Pan Park incorporating the newly acquired acreage was developed and approved by the Park Authority Board on September 25, 2002. Since acquisition, the Ellmore Farm Center has undergone renovations to prepare the site for public use. Beginning in August, initial building operating hours will be from 9:00 am to 4:30 pm, seven days a week. For any scheduled programs or rentals outside the core operating hours a duty manager will be scheduled.

In addition, the facility will accommodate office space, house collections storage and eventually provide a dedicated area for farm museum exhibits. The facility also offers a large and a small multi-use space that staff will schedule. Because Fund 001 (General Fund) resources have not been made available for operation of these facilities, staff has proposed a Fund 170 (Revenue Fund) based program plan offering fee-based programs and activities on a break-even basis. Expanded programs will include instructor led classes such as swing and ballroom dancing, knitting, drama and nature classes that will be offered through Parktakes beginning this fall. This fall, staff will be developing a birthday party package utilizing these spaces that can be customized to add farm, historic or natural interpretation elements. In addition, the facility will be open for public rentals when space is available.

Historically, large barns served as community gathering places for events such as square dances, threshings and town meetings. The Ellmore Barn is drawing interest from local residents and community groups for gatherings, celebrations and events. To respond to this need and to test rentals as a pilot program, staff will begin renting the facilities this summer at the fees listed below. The proposed pilot rental rates have been developed through price and space comparisons to Park Authority and non-Park Authority facilities.

<u>Facility</u>	<u>Square footage</u>	<u>Capacity</u>	<u>Hourly Rate</u>	<u>Sec. Dep</u>
Auditorium	1800	215	\$60	\$100
Meeting room	600	30	\$35	\$50

These fees will be solidified through the Park Services Division's annual fee process this winter and addressed in the 2006 Fee Schedule. This summer's

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pilot will allow staff a soft opening experience and a chance to evaluate the community's needs to further adjust the program plan in the future.

**Unless otherwise directed staff will proceed with opening the Ellmore Farm Center to the public and charge for services on a pilot basis.**

**(This item was reviewed by the Resource Management Committee on July 27, 2005 and was approved for submission to the Park Authority Board.)**

FISCAL IMPACT:

Staff has projected \$25,938 in gross revenue relating to rentals, classes and birthday parties and \$17,705 in expenses occurring in Fund 170, Park Revenue Fund, with a net projection of \$8,283 for FY 2006.

ENCLOSED DOCUMENT:

Attachment 1: Memorandum to Tim White, Deputy Director RE: Request for Pilot Rental Fees for the Use of Ellmore Farm Center dated June 14, 2005

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Cindy Messinger, Director, Resource Management Division

INFORMATION - 2

Announcement of the 2005 Elly Doyle Park Service Award Recipients and an Update on the 2005 Volunteer Recognition Event

The Elly Doyle Committee met on July 27, 2005 to review the 2005 Elly Doyle Park Service Award nominations and to select the 2005 award recipients.

The nominees were selected as 2005 award recipients and will be announced at this time.

A press release will be issued in the next few days announcing the 2005 Elly Doyle Park Service Award recipients. The recipients will be honored at a reception on Friday, November 18, 2005 at the Waterford at Fair Oaks. The evening will feature fun-filled entertainment, delicious light fare, a video of the 2005 Elly Doyle Park Service Award recipients, recognition of outstanding Park Authority volunteers, and the presentation of the 2005 Elly Doyle Park Service Awards. Invitations will be sent to Park Authority Board members and staff, the Board of Supervisors, and Park Authority volunteers and supporters. This event is being held in honor of all Park Authority volunteers and will be free to all attendees.

ENCLOSED DOCUMENTS:

None

STAFF:

Michael A. Kane, Director  
Timothy K. White, Chief Operating Officer  
Judy Pedersen, Public Information Officer

INFORMATION - 3

Walk-on Use Committee – Final Report

ISSUE:

In a Joint Board Matter presented by Supervisors Dana Kauffman and Gerry Hyland on October 18, 2004, the Board of Supervisors directed staff from Department of Community and Recreation Services (CRS), the Park Authority and the Fairfax County Public School (FCPS) to work with the Fairfax County Athletic Council (FCAC) to investigate practices and policies that could be changed or implemented to protect the County's fields. Six key areas were outlined for the committee to address:

1. Revisit the definition of "group" or organized play to provide clarity.
2. Develop control measures for walk-on or unauthorized use.
3. Develop monitoring and enforcement procedures to allow permitted use of level 1 and 2 fields.
4. Promote field design and equipment requirements that provide optimal opportunities to maintain playing surfaces and control unauthorized use.
5. Craft an outreach program to non-permitted organized groups to increase their understanding of field use policies and prompt their participation as authorized users.
6. Develop methods to ensure fields are not being used during periods when field damage is most likely to occur.

A committee of affected agency staff was developed to address these issues. The committee included lead staff from the CRS, representatives from the Fairfax County Athletic Council, Public Schools, Park Authority, Fairfax County Police and the Health Department.

This issue was also discussed at the regular meeting of the Fairfax County Athletic Council on April 20, 2005 with a presentation from the Lee District representative on the Council. It was also discussed at the Park Operations Committee meeting on May 4, 2005 accompanied by a presentation from the Lee District representative, Lula Bauer.

The Committee has completed its report and one of the primary recommendations is to investigate the feasibility of requiring organized athletic groups to obtain permits to use county, school and park athletic fields. To that end the concept of a countywide

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ordinance that would require organized athletic groups to obtain a field permit for park or school field usage was pursued. After consultation with the County Attorney's Office, it has been determined that the County does not have the necessary enabling legislation from the Virginia General Assembly to enact such an ordinance on Park property.

The Public Schools have the ability to administratively enact a policy to this end; however, the enactment of such a policy on Park Authority property will require an adjustment to the Park Authority Regulations. Adjustments to the Park Authority Regulations require adequate public notice, a public hearing and comment period, and formal Park Authority Board action.

The final Committee report (Attachment 2) and the NIP item from the County Executive to the Board of Supervisors (Attachment 1) contain the full recommendations of the Committee. Pat Franckewicz, Director of the Department of Community and Recreation Services, will be in attendance at the Board Meeting to answer any questions.

ENCLOSED DOCUMENTS:

- Attachment 1: NIP Item from County Executive to the Board of Supervisors  
(undated) RE: Board Matter, October 18, 2004, Presented by  
Supervisors Dana Kauffman and Gerry Hyland
- Attachment 2: Protecting Our Athletic Field Investments - Walk-on Use  
Committee Report

STAFF:

Michael A. Kane, Director  
Timothy K. White, Deputy Director  
Brian Daly, Director, Park Operations Division